

JOB POSTING

LOCATION: City of Central Falls
580 Broad Street
Central Falls, RI 02863

POSITION TITLE: Assistant City Clerk

DEPARTMENT: City Clerk

SALARY: \$45,000-\$52,000 (depending on experience)
Benefits Included

POSITION TYPE: full-time/non-union

Department Description:

The office of the City Clerk is the hub of information and activity for the City of Central Falls. Due to its easily accessible location and the variety of services it provides to the community, the office sees a high volume of visitors and transactions. Responsibilities and essential functions of the City Clerk include: 1) recorder of deeds and all land records; 2) registrar of vital records: birth, marriage, death certificates, marriages licenses; 3) clerk of the City Council; 4) property management: fiscal management of property expenses, coordination of major projects involving city owed buildings; point of contact with RI Interlocal Trust on issues related to real property and vehicles; 5) Licensing: business licensing, special permits; dog, fishing and hunting licenses; 6) Purchasing: procurement, policies and regulations, clerk of the purchasing board; 7) Board of Canvassers; 8) Probate Court: guardianship and estate administration; and 9) other: notary, genealogy.

Position Description:

Under the direction of the City Clerk, the Assistant City Clerk position assumes responsibility for the daily operations of the office, including supervision of staff. He/she provides feedback and information to the City Clerk to guide office policy and procedures and is responsible for their successful implementation. The Assistant City Clerk maintains all responsibilities and authority of the City Clerk in her absence.

Duties and Responsibilities:

- Assist in the development and administration of the Office of the City Clerk's budgets, policies, projects and programs to effectively and efficiently deliver high quality services to the City and the community;

- Collaboratively and cooperatively works with the Mayor, Department Heads and other managers to analyze organization and community needs, and takes action in response to those needs;
- Champion the values of the City of Central Falls through example and accountability;
- Ensure that department operations conform to local, state, and federal government regulations, and other applicable rules and policies;
- Responsible for supervision, training and work performance of direct reports to meet objectives and standards of the City;
- Effectively communicate with employees, residents and customers regarding the services of the office;
- Maintain professional knowledge through such means as attending seminars, reviewing professional publications and participating in professional organizations;
- Attend City Council and other meetings as needed or required; and
- Additional related duties as required by the City Clerk.

Skills, Education and Experience:

- Minimum education and experience requirements include a Bachelor's Degree or equivalent professional experience, with relevant experience in a multi-functional office;
- Ability to write instructions, procedures, policies, opinions and briefs, and to make oral presentations and oral argument;
- Ability to review, understand and interpret pertinent laws, rules and regulations;
- Spanish, Portuguese and Capeverdean Creole speaking, reading and writing skills highly desirable; and
- Ability to work with diverse communities while maintaining the upmost level of respect and quality customer service.

APPLICATION INSTRUCTIONS:

Cover letter, Resume and Application must all be submitted, either in person or mail at Central Falls City Hall, 580 Broad Street, Central Falls, RI 02863 – Human Resources Department OR by e-mail to Ldias@centralfallsri.us.

Applications can be found on our website at www.centralfallsri.us under Human Resources/Employment

Deadline to submit: May 2, 2016 at 4:00 pm